



DEPARTMENT OF THE AIR FORCE

10TH MISSION SUPPORT GROUP

USAF ACADEMY, COLORADO 80840-2240

27 June 2003

MEMORANDUM FOR ALL APPROVING OFFICIALS AND CARD HOLDERS SUPPORTED BY THE USAFA 10MSG/LGCW GPC OFFICE

FROM: 10TH MSG/LGCW (Purchase Card Program Office)

SUBJECT: Mandatory Documentation Required for Government Purchase Card
Transactions (between the thresholds of \$2,500.00 and \$25,000.00)

1. The information and procedures detailed in the following paragraphs are applicable to all Government Purchase Card (GPC) Program participants, and are in accordance with **mandatory** requirements set forth by the DoD supplement to the Federal Acquisition Regulation (DFARS).
2. In accordance with DFARS, Part 204.670-2, Defense Contract Acton Data System (DCADS) Reportable Contracting Actions, any awards greater than \$2,500.00 but less than \$25,000.00, must be documented on a DD Form 1057, Monthly Summary of Contract Actions. In order for us to comply with this requirement, **all cardholders (CHs) are required** to collect certain data from vendors for any purchase transactions greater than \$2,500.00 but less than \$25,000.00. (Please refer to AFI 64-117, paragraph 2.1.2.3. for the specific circumstances that allow these purchases with the GPC.)
3. The form letter at Attachment 1, "GPC Transaction Data for DD 1057 Reporting", will be used to collect this data and the following procedures should be followed for **every approved purchase you make greater than \$2,500.00**:
 - a. Select a vendor based on the lowest price/ best value after reviewing offers from at least three sources having pre-priced contracts. Use the worksheet at Attachment 1 (which is also posted on our website under "Purchases from \$2501 to \$25,000").
Note: This is not required if the purchase is from a mandatory source such as UNICOR, DAPS or JWOD.
 - b. Obtain approval for the purchase from your Approving Official (AO) who will then get authorization, in writing, to make the purchase from the Agency/Organization Program Coordinator (A/OPC). (Authorization via email is acceptable)
 - c. Complete the form letter at Attachment 2 based on information you've obtained from the vendor selected, and be sure to **sign and date** the letter. **Note:** Every vendor has the information of their size classification if they have been awarded a pre-priced contract, so do not accept an answer of "I don't know" from the sales person. If the sales person cannot provide the information, have him/her find someone who can provide it. If you cannot get the data, **DO NOT** make the purchase.
 - d. Fax the "Transaction Data for DD 1057 Reporting" (Attach 2) to the GPC Office, 3-4404, **within three working days** after a purchase is made.
4. Attachment 3 to this letter provides you samples of the types of questions to ask a vendor in order to determine their business size. Exceptions to reporting contracting actions are listed on Attachment 4.

5. Collection of this data is **not** optional. **Effective 1 July 2003**, if you use the GPC for any purchases above \$2,500.00, you **must** collect and submit the required data to the 10th MSG/LGCW GPC office within three workdays of making the purchase. The GPC office will accomplish verification of receipt of the reports through the use of a monthly report that is obtained on CH purchases over \$2,500.00. The AO is ultimately responsible for oversight and the successful management of their CH accounts. Failure of a CH to submit the required data in the time period stated could result in **suspension of the AO's managing account**, which has a negative affect on all the cardholder accounts under that AO. This would be counter-productive to your mission accomplishment and definitely not a situation the GPC office would look forward to occurring. This emphasizes the significance and importance of this necessary reporting requirement.

6. Despite yet another audit-type requirement the GPC process is still a valuable tool for just-in-time mission accomplishment. The GPC office staff is ready and willing to help you in any way to successfully complete this DD1057 reporting requirement. Please don't hesitate to contact us at (719) 333-4683 with any questions or comments. Or you may contact me directly at 333-2715; or email me at steve.conver@usafa.af.mil.



STEVEN A. CONVER
USAF Academy A/OPC

4 Attachments:

1. GPC Transaction Data Collection Form
2. DD 1057 Data Questions to Ask
3. Small Business Program Definitions
4. Exceptions to Reporting Contracting Actions

**GPC Worksheet for
Purchases \$2501 to \$25,000**

IAW AFI 64-117, 6 Dec 2002, paragraph 2.1.2.3, "If specifically authorized to make purchases above \$2500...cardholders may use the GPC only to obtain items from pre-priced government contracts and agreements (e.g., Federal Supply Schedules (GSA Contracts), Blanket Purchase Agreements (BPA), Indefinite Delivery/Indefinite Quantity (IDIQ) contracts, etc.), except as specified in ...". Authority to use the GPC will not exceed \$25,000 per transaction, and when purchasing from FSS/GSA/BPA, cardholders **must** review prices on at least three contracts/agreements, and then select the best value for their requirement. A record of this review will be kept with the cardholder's GPC documentation." **Note: Attach this worksheet to your receipt as a record of your review and rationale for vendor selection.** (For any further guidance, please contact your GPC Office, (719) 333-4683).

Detailed description of your requirement (if more space is needed, please attach a separate sheet):

Date Item(s) Required: _____

| | Pre-priced Agreement #1 | Pre-priced Agreement #2 | Pre-priced Agreement #3 |
|--------------------------|-------------------------|-------------------------|-------------------------|
| Vendor | | | |
| POC Name | | | |
| Phone # | | | |
| FSS/GSA/BPA Contract # | | | |
| Contract Expiration Date | | | |
| Business Size* | | | |
| Shipping Terms** | | | |
| Delivery Date | | | |
| Warranty | | | |
| Quantity/Unit Price | | | |
| Total Cost | | | |

* Remember, for purchases over \$2500, you must first see if a small business (e.g. HubZone, Small Disadvantaged Business, Woman-Owned, Disabled Veteran-Owned, etc.) can meet your requirement before looking to a large business.

** Ensure the vendor is responsible for delivery to the Government location when ordering (f.o.b. destination). This also means that cost for shipping will be included in the single transaction price when the purchase is made.

Please check which of the following statements applies to your vendor selection for this purchase:

___ Based on the information above, it is my decision that the circled vendor can supply the requested items at the lowest cost and meet my needs as a cardholder.

___ My decision to purchase from the selected vendor is based on "best value" rather than lowest price offered based on the following factor(s) (e.g., ability to meet required delivery, technical requirements/specific characteristics, warranty, quality of product, qualification or past experience, etc.): _____

Cardholder's Printed Name

Cardholder's Signature

Date



DEPARTMENT OF THE AIR FORCE

USAF ACADEMY, COLORADO 80840

MEMORANDUM FOR 10th MSG/LGCW GPC Office

FROM: (Unit/Office Symbol)

SUBJECT: GPC Transaction Data for DD 1057 Reporting

The Government Purchase Card was used to make the following purchase over \$2,500:

MASTER ACCOUNT CODE:

GPC ACCOUNT (Last 4 digits):

CARDHOLDER INFORMATION:

Last Name:

First Name:

Rank:

Dty Ph:

TOTAL AMOUNT OF PURCHASE: \$ _____

TYPE OF CONTRACT PURCHASE MADE AGAINST (Place an "X" in the appropriate brackets):

GSA Contract []

DLA Contract []

Company Name:

Company Name:

Contract Number:

Contract Number:

Blanket Purchase Agreement (BPA) []

Purchase Order []

Company Name:

Company Name:

BPA Number:

PO Number:

Educational Purchase []

JWOD (NIB/NISH) []

BUSINESS SIZE CLASSIFICATION (Place an "X" in the appropriate brackets) Note: Ask vendor for this; they know or someone in their office does

UNICOR [] DAPS [] LARGE BUSINESS [] SMALL BUSINESS []

OTHER GOV. AGENCY [] Agency Name:

SMALL BUSINESS CLASSIFICATION (Place an "X" in the appropriate brackets)

Small Disadvantaged Business (Certified by SBA) []

Woman-Owned Business []

Service-Related Disabled Veteran-Owned Business []

Other Veteran-Owned Business []

Hub-Zone Business []

None of the Above []

CH Signature Block/Stamp & Signature

DD-1057 DATA QUESTIONS TO ASK

Cardholders should ask the vendor the following question:

What is your business size classification/representation?

OR IF YOU NEED TO BE MORE SPECIFIC

Are you a Hub-Zone located business?

Are you a Small Disadvantaged Business (SDB)?

Are you a Woman-Owned Business (51% or more owned by a woman)?

Are you a Veteran-Owned Business?

Are you a disabled Veteran-Owned Business?

If you have a GSA Contract, what is the contract number and the expiration date?

EXCEPTIONS TO REPORTING CONTRACTING ACTIONS

IAW DFAR 204.670-2, Do not report the following types of contracting actions on the DD Form 1057:

- (1) Imprest fund transactions, SF 44 purchases, and micro-purchases obtained through use of the Governmentwide commercial purchase card.
- (2) Transactions that cite only nonappropriated funds (Treat funds held in trust accounts for foreign governments as appropriated funds).
- (3) Transactions for purchase of land, or rental or lease of real property, when the General Services Administration (GSA) executes the action.
- (4) Orders from GSA stock and the GSA Consolidated Purchase Program.
- (5) Transactions that involve Government bills of lading or transportation requests, except orders placed under Regional Storage Management Office basic ordering agreements.
- (6) Requisitions transferring supplies within or among the departments or agencies.
- (7) Pursuant to 204.670-6(b), orders placed by other contracting activities against indefinite-delivery contracts awarded by the-
 - (i) Military Traffic Management Command;
 - (ii) Defense Energy Support Center for petroleum and petroleum products; or
 - (iii) Defense Supply Center, Richmond, for petroleum products

NOTE 1: The GSA Consolidated Purchase Program does NOT mean/include vendors who have a GSA contract. The small business representation for purchases against GSA contracts requires the reporting of the small business representation when purchases are from \$2501 to \$25K.